

b. Review of the assumption that records will continue to be created at 20,000 cubic feet a year for the next ten years, on the premise that the Agency's growth may be leveling off and that experience may have its effect on fewer records.

Discussion: The annual creation of 20,000 cu. ft. of records per year for the Agency is strictly an estimate but it is believed to be conservative. Two systems of estimating annual accretions are as follows:

1. From discussions with personnel in the National Archives and Records Service we find that it is to be expected that approximately $1\frac{1}{2}$ cu. ft. of records will be accumulated for each person employed by an Agency. On this basis, assuming that there are ~~5,000~~ ^{headquarters} Agency employees including overseas personnel, the annual accretions will be $12,000$ feet. It should be noted, however, that the business of this Agency is the collection of records. Therefore, it is quite probable that our average per person ^{will} ~~is~~ should considerably exceed the average figure quoted above.

2. In 1951 there were 3,354 filing cabinets purchased. For convenience in making our computation, the ^{Capacity} ~~volume~~ of the various types of cabinets ^{was} converted to their equivalent in 4-drawer legal size safe files, amounting ^{and} ~~ing~~ to 2,507 such cabinets. The capacity of 2,507 legal size cabinets is 20,054 cu. ft. In 1952 there were 4,238 cabinets purchased. Using the same formula, this is the equivalent of 3,160 4-drawer safe type cabinets with a capacity of 25,280 cu. ft. The leveling off of the Agency personnel ceiling ^{was} for the fiscal year 1953 which was considerably greater than 1952. It would appear reasonable, therefore, to